



Programming and Training Assistant (Health) for Peace Corps
Statement of Work

Type of position: Personal Service Contractor (PSC)
Grade: Grade 7, step 3
Hours: Full Time (40 hours per week)
Supervisor: APCD Health

1. QUALIFICATIONS:

Required Qualifications

- ✓ Copies of all certificates related to the qualifications needed for this position
- ✓ University degree in public health or a field of study relevant for projects in community health.
- ✓ At least two years of related work with relevant government agencies, NGOs, or private enterprises.
- ✓ Excellent verbal and written communication skills in English equivalent to Level 4. Native ability in spoken and written at least one Sierra Leonean language other than Krio.
- ✓ Excellent computer skills working with the Microsoft Suite: Word, Excel, PowerPoint, Outlook, and Publisher.
- ✓ Ability to work on a regular Monday through Friday schedule with occasional evening and weekend hours when necessary and availability to travel frequently throughout Sierra Leone.

Preferred Qualifications

- Access and OneNote
- Experience in project design and implementation.
- Experience monitoring and reporting project implementation.
- Experience in training delivery using adult education methods.
- Experience working in a multicultural setting.
- Proven ability to work independently with limited supervision and make sound decisions, and to communicate to broad range of people.
- Organized and detail-oriented in creating efficient processes.
- Demonstrated capacity for critical thinking.
- Demonstrated ability to work as a team player effectively across departments

2. BACKGROUND:

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1961. Hundreds of Peace Corps Volunteers have worked as teachers and health workers in Sierra Leone since then. The work of a Peace Corps Contractor does not limit itself to the role; active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

3. OBJECTIVE:

The Programming and Training Assistant (PTA) serves as the principal technical associate for Peace Corps Sierra Leone's Health Project. The incumbent will support the Associate Peace Corps Director (APCD) and works as part of a team collaborating with the Programming and Training Unit. The PTA will actively contribute to the design, implementation, and evaluation of program activities and correlated trainings for the health project. The Health PTA will support the APCD in the planning, researching, managing and evaluation of the Health program and assists in providing technical and administrative support to Peace Corps Volunteers (PCVs) and Trainees. The Health PTA also serves as the head technical trainer during Pre-Service and In-Service trainings (PST/IST), enabling training and programming to be fully integrated into the Health program. Additional responsibilities include managing the Volunteer Reporting Process which includes training, trouble shooting, reporting and coordination with all post staff and Volunteers. The incumbent is authorized to act as Occasional Money Handler.

4. TASKS and DELIVERABLES

Program Support (approximately 45% of the time)

- Assist in developing assignments/projects for Volunteers through site identification and development visits and other relevant activities, and in maintaining contacts with potential sponsoring agencies to assure that prospective sites meet the minimum criteria for safety and security, workable job assignment, and viable housing situations for Volunteers. Aids with maintaining accurate and up to date files on sites and PCVs. Document activities and results in regular site visit reports.
- Assist the APCD to initiate and maintain close and effective contacts with national and local representatives of the Ministry of Health and Sanitation (MOHS), other appropriate government agencies, NGOs engaged in health, and other organizations and groups. Represent Peace Corps in negotiations with these stakeholders. Maintain contacts with the members of the Program Advisory Committee.
- Monitors MOHS and NGO activities and initiatives in malaria, nutrition, water, sanitation and hygiene. Explores and provides input concerning potential collaboration between Peace Corps, GoSL, and implementing partners.
- Help to maintain hard copy and design a digital platform for documentation of the Health projects.
- Assist the APCD to assure that PCV activities advance Project goals as intended.
- Assist in preparing annual monitoring documents.
- Assist in preparing site visit reports and project evaluation reports.
- Assists APCD with program documentation, project plans, Ministry/host agency agreements and recruiting materials.
- Prepares technical reports to Peace Corps headquarters in Washington, and donor agencies as required.
- Assures completion of all aspects of project documentation including collection, summary and distribution of Volunteer Quarterly Reports.
- Provides technical support to Peace Corps Volunteers through site visits, phone calls, or during appointments in the office.
- Conducts field visits to provide technical support to PCVs
- Assists the APCD in reviewing, and providing feedback on quarterly reports submitted by PCVs
- Attends and participates in regular programming and training staff meetings

Pre-Service and In-Service Training (approximately 45% of the time)

- Work with the APCD to design the training curriculum for the Health program.
 - Assisting in implementing and evaluating pre-service training.

- Compile and review technical training documents.
- Leads the Training of Trainers for the Health component of the training group.
- Conducts sessions on various technical competencies and facilitates training sessions.
- Assists with logistics of the PST/IST.
- Assisting in developing, conducting, and evaluating in-service training events.
- Assisting in integrating safety and security concerns into all training events.
- Participating in the evaluation of the qualifications of each potential new Volunteer during pre-service and in-service trainings.
- Prepares the final technical report about the technical training program.
- Works with the APCD and PCVs to determine the appropriate technical content for the IST and designs the training syllabus around needs and expectations.
- Assists in planning, organizing workshops.

Administrative and Volunteer Support (approximately 10% of the time)

- Assist with developing and maintaining systems (Volunteer reports, VIDA, Site Visit Reports, etc.) that maintain good communication with and provide channels for soliciting feedback from Volunteers, including information regarding their safety and security.
- Personal, administrative and safety and security support to PCVs through site visits, email and phone communications.
- Maintain up-to-date information regarding relevant legislation; national policy changes; contact lists of relevant local organizations, institutions, and agencies; and other published resources including reference texts, professional journals and other similar information; and make the information readily available to Volunteers.
- Serve as resource person for PCVs regarding technical, logistical and moral support for PCVs.
- Prepares travel schedule in consultation with APCD, travel request and travel reimbursement vouchers for visits to PCVs.
- Assists in the preparation of Quarterly Trainee Requests and Volunteer Activity Descriptions.
- Participates in the Emergency Action Plan (EAP) simulations and implementation of EAP events during actual emergency situations.

5. ROLES AND RESPONSIBILITIES

- Undertake responsibilities as staff liaison for Volunteer committees and projects, as assigned, such as monitoring small grants.
- Assist in planning, implementing and monitoring activities in conformance with Peace Corps Washington.
- Maintain project files and handle correspondence.
- Make arrangements for meetings, workshops and conferences.
- Provide backup coverage for other positions as assigned.
- Other duties as assigned by the APCD, PTM, Training Manager, or the Country Director.
- The Peace Corps environment is such that all staff members assist one another in accomplishing task may not be related to their principal job, but help further PC/Sierra Leone overall goals.
- The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services
- Maintains current knowledge of the PC Office evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Senegal Volunteers.
- Ensure complete confidentiality regarding all information related to Peace Corps staff, volunteers and Peace Corps/Sierra Leone operations.

- Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).
- Assists APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security.
- Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed.
- Respects confidentiality
- Flexible and eager to take on a challenge

6. LOGISTICS & LEVEL OF EFFORT

Supervision received: Incumbent reports directly to the APCD and onward to the Program and Training Manager (PTM). S/he coordinates in his/her routine responsibilities with the APCD, Training Manager, and PTM and is expected to take the initiative to meet established deadlines, and document and communicate procedures.

Duty station: The PTA position is located at the Peace Corps/Sierra Leone office on Signal Hill in Freetown, Sierra Leone.

Available Guidelines: 1) Peace Corps Manual, 2) Foreign Affairs Manual 3) instructions provided by the Program Managers and the Programming and Training Officer.

Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities.

Authority to Make Commitments: The PTA is expected to research, negotiate, and suggest solutions within the confines of the job responsibilities.

Nature, Level and Purpose of Contacts: The incumbent will maintain professional contacts with trainers, educators, and subject matter experts related to Volunteer trainings. S/he will also work closely with Program Managers, the Programming and Training Manager, Training Manager, Country Director and Peace Corps Trainees and Volunteers.

Supervision Exercised: None

Travel: This position may require up to 30% overnight travel outside of the capital Freetown for site development and visits. During training activities, the Health PTA will be based full-time at the Training Center up country.

How to Apply

Submit; Letter of Interest, CV, 3 professional references, a copy of a Government-issued identification card and copies of all certificates related to the qualifications for the position to the Director of Management and Operations; US Peace Corps, 34 Old Railway Line, Signal Hill, Freetown

OR by Email using the Position Title in the subject line addressed using the email below

SL01-pcjobs@peacecorps.gov